



STATE OF DELAWARE  
DEPARTMENT OF FINANCE  
**DIVISION OF ACCOUNTING**

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## MEMORANDUM

**#06-12**

TO: Department and School Fiscal Officers

FROM: Trisha L. Neely, Director

DATE: March 10, 2006

SUBJECT: **LAPSING OF PURCHASE ORDERS**

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The list of Special Fund Purchase Orders that have not had activity in Fiscal Year 2006 may be accessed through Document Direct the Mobius report F25N3605. In order to prevent a PO on this list from lapsing, the system requires that the PO be referenced by a PV before the end of the fiscal year. If you are unable to reference a PO that you do not want to lapse, please contact your State Accountant.

TLN:ed

cc: Phyllis Jurczak, Senior State Accountant  
Sherry Ellessen, State Accountant  
Van Link, State Accountant